

Ways to File Motions with the Office of Administrative Hearings

The ADHS/DBHS Office of Human Rights compiled this information to assist *pro per* appellants (people who are representing themselves in matters involving appeals related to receipt of behavioral health services from the public behavioral health system) with understanding the process of filing pleadings/documents with the Office of Administrative Hearings (OAH). To check for the most up to date information on the process, please visit OAH's website at www.azoah.com.

There are several ways you can file pleadings/documents with the Office of Administrative Hearings (OAH): by personal delivery, mail (first-class, certified or express), by facsimile or on-line/electronic mail. Regardless of the method you choose, make sure that you provide a copy of what you are filing to the other party and agency involved in the case.

Filing by Personal Delivery

1. Drop off the pleading/document at the main reception area within OAH. In Phoenix, OAH is located at 1400 West Washington, Suite 101, Phoenix, Arizona 85007. In Tucson, OAH is located at 100 North Stone Ave., Suite 704, Tucson, Arizona 85701.
2. Take an extra copy along to get stamped as "received" for your records and for providing a copy to other party/agency involved.

Filing by Mail

1. Mail the pleading/document to the OAH location that is handling your case. In Phoenix, OAH is located at 1400 West Washington, Suite 101, Phoenix, Arizona 85007, Telephone: (602) 542-9826. In Tucson, OAH is located at 100 North Stone Ave., Suite 704, Tucson, Arizona 85701, Telephone: (520) 628-5488.
2. You can mail the pleading/document first-class, certified, or express mail, depending on your needs. Be sure to keep a copy for yourself and provide the other party/agency involved with a copy.

Filing by Facsimile

1. Fax the pleading/document to the OAH location that is handling your case. The Phoenix office's fax number is: (602) 542-9827. The Tucson office's fax number is: (520) 628-5575
2. Be sure to keep a copy for yourself and provide the other party/agency involved with a copy.
3. Keep any confirmation form the fax produces. If you are unable to verify receipt of the fax, consider calling OAH to inquire or mailing a hard copy, indicating that the original was faxed.

Filing On-line/Electronic Mail

There are two ways to file motions on-line. Choose the one that fits your needs best. For example, if you already have a motion in Word format, it is easier to attach it to an e-mail and then fill out the certification form on-line. If you want to write your motion as you go, then filling out the motion form and certification on-line would work best.

Attaching Pleading to E-mail

1. Compose an e-mail with the following: To: oah@azoah.com, CC: opposing party or parties in the matter, Subject: your docket number.
2. Attach your pleading/document (in Microsoft Word). It is best to name the Word document with a description of what it is, such as "Motion to Continue."
3. Go to <http://www.azoah.com/>
4. While on main page, scroll down to "Motions."
5. Click on "Attach a Pleading to E-mail"
6. This will take you to a page that is the certification that you have sent the e-mail with the document attached. Failure to complete this certification may result in your e-mail not being considered!
7. Fill in the form on this page with the requested information:
 - a. Date (today's date)
 - b. To: (this will almost always be to the Administrative Law Judge)
 - c. From: (fill in your name and contact information)
 - d. Docket number (this is the number on your Notice of Hearing)
 - e. I have sent e-mail with attachment (insert name of document) on (insert date sent)
 - f. I have sent a copy of this motion to the following: (fill in the name and contact information of the other party in the matter and any other persons/agencies you are required to send a copy AND indicate the method you use to send the copy: mail, fax, etc.).
 - g. Signature (mark the space, which serves as an electronic signature)
 - h. Click on the submit button.
 - i. Print the Certification page that pops up right after you click on "submit"
– you will keep a copy for your records.

OR

Composing and Filing Motion On-line

1. Go to <http://www.azoah.com/>
2. While on main page, scroll down to "Motions."
3. Click on "Compose motions or respond to motions on-line."
4. This will take you to a page that asks for information about your case and your motion.

5. Fill in the form on this page with the requested information:
- a. Date (today's date)
 - b. To: (this will almost always be to the Administrative Law Judge)
 - c. From: (fill in your name and contact information)
 - d. Docket number (this is the number on your Notice of Hearing that starts with a year, such as 2007 or 2008; put the full number here)
 - e. Box 8: Motion and Grounds (fill in (1) what you are asking for, such as a postponement/continuance, to withdraw the appeal, etc. and (2) the reasons why, such as you have not received all of the records, you are looking for representation, you or a witness has a conflict with the date, or the reason specific to you)
 - f. Box 9: I have sent a copy of this motion to the following: (fill in the name and contact information of the other party in the matter and any other persons/agencies you are required to send a copy AND indicate the method you use to send the copy: mail, fax, etc.).
 - g. Signature (mark the space, which serves as an electronic signature)
 - h. Click on the submit button.
 - i. Print the Certification page that pops up right after you click on "submit"
– you will keep a copy for your records and you will also send a copy to the persons/agencies you listed in box 9.